

CASE NUMBER: WRW _____

VISA CLASSIFICATION: _____

PRIORITY DATE _____



INSTRUCTIONS FOR IMMIGRANT/FIANC(E) VISA APPLICANTS

We have received evidence entitling you to immigrant/fiance(e) visa status. While no assurance can be given regarding the date of your visa interview, please take the following steps. PLEASE MAKE EVERY EFFORT TO USE E-MAIL OR FAX TO COMMUNICATE WITH US. THE E-MAIL ADDRESS AND FAX NUMBER ARE GIVEN ON THE NEXT PAGE.

FIRST: Complete and send immediately via mail, e-mail or fax to the consular office processing your case the enclosed Form DS-230 Part I, APPLICATION FOR IMMIGRANT VISA AND ALIEN REGISTRATION (Biographic Data). The consular office cannot process your case until this form is received.

SECOND: Obtain the documents on this checklist. As you obtain each document, check the box for each item. Do NOT send the documents to the consular office.

☐ **1. PASSPORTS:** A passport must be valid for travel to the United States and must have at least six months' validity beyond the issuance date of the visa. Children may be included on a parent's passport, but if over the age of 16, they must have their photographs attached to the passport. Alternatively, they must obtain their own separate passport.

☐ **2. BIRTH CERTIFICATES:** One certified copy of the birth certificate of each person named in the application is required. Birth records must be presented for all unmarried children under age 21, even if they do not wish to immigrate at this time. (If children are deceased, so state giving year of death.) The certificate must state the date and place of birth and the names of both parents. The certificate must also indicate that it is an extract (the "long" form) from official records. If you or any children were adopted, you must submit a certified copy of the final adoption decree. Photocopies are acceptable provided the original is offered for inspection by the consular officer.

UNOBTAINABLE BIRTH CERTIFICATE: In rare cases, it may be impossible to obtain a birth certificate because records have been destroyed or the government will not issue one. In such cases, you should obtain a statement to that effect from the civil registrar's office and proceed to obtain secondary evidence of birth. A baptismal certificate may be submitted for consideration, provided it contains the date and place of the applicant's birth and information concerning parentage, and provided the baptism took place shortly after birth. Should a baptismal certificate be unobtainable, a close relative, preferably the applicant's mother, should prepare a notarized statement giving the place and date of the applicant's birth, the names of both parents, and the maiden name of the mother. The statement must be executed before an official authorized to administer oaths or affirmations. In such cases, please bring any secondary evidence you might have concerning your birth.

☐ **3. POLICE CERTIFICATES:** Applicants aged 16 years or over must submit a police certificate from the police authorities of each locality of the country of the applicant's nationality or current residence where the applicant has resided for at least six months since age 16. Police certificates are also required from all other countries where the applicant has resided for at least one year. A police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason, regardless of how long he or she lived there. Police certificates must cover the entire period of the applicant's residence in any area. A certificate issued by the police authorities where you now reside must be of recent date when presented to the consular officer. The term "police certificate" as used in this paragraph means a certification by appropriate police authorities stating what their records show concerning each applicant, including all arrests, the reasons for the arrests, and the disposition of each case of which there is a record. Police certificates from certain countries are considered unobtainable. To determine which countries' certificates are unobtainable, please check <http://travel.state.gov/reciprocity/index.htm>. If specific questions arise regarding police certificates, please consult the consular office. Certificates are valid for 12 months from the date of issuance.

☐ **4. COURT AND PRISON RECORDS:** Persons who have been convicted of a crime must obtain a certified copy of each court record and of any prison record, regardless of whether they may have benefited subsequently from an amnesty, pardon, or any other act of clemency.

☐ **5. MILITARY RECORDS:** A certified copy of any military record, if obtainable.

☐ **6. PHOTOGRAPHS:** Each immigrant visa applicant must submit **one full-face photo** with his/her first name and surname on the back of the picture. **K-1, K-2, K-3 and K-4 applicants** must submit **two full-face photos**. Photographs must be unretouched and color with white or off-white background that is not patterned or busy. Applicant's face must face camera directly and not be looking down or to either side. Both ears should be exposed; the applicant cannot wear sunglasses, head coverings or hats, except for religious reasons. Even then, they cannot obscure any part of the applicant's face. Dimensions - 5 cm square. There may be a small (one quarter inch) white border on one side of the photograph; face must measure 3 cm from the top of the head to the chin. Photograph must be taken within the last six months. The image must be sharp and correctly exposed.

☐ **7. EVIDENCE OF SUPPORT FOR IMMIGRANT VISA APPLICANTS:** Form I-864, a contractual Affidavit of Support, must be submitted for most family-based applicants and employment-based applicants when a relative is the petitioner or has ownership interest in the petitioning business. The enclosed information sheet provides guidance for preparing the I-864. Other applicants must show evidence that they are not likely to become public charges in the United States. Despite other guidance elsewhere, form I-864 is valid for 12 months from the date the document is completed and signed.

☐ **8. EVIDENCE OF SUPPORT FOR FIANC(E) VISA APPLICANTS:** Any evidence showing that you and members of your family who will accompany you are not likely to become public charges in the United States. Form I-134 should be used when an Affidavit of Support is submitted for a fiance(e).

☐ **9. MARRIAGE CERTIFICATES:** Married persons are required to present a certified copy of their marriage certificate. Proof of the termination of any previous marriage must also be submitted (e.g. death certificate of spouse, final decrees of divorce or annulment).

☐ **10. ORIGINAL DOCUMENTS:** If you are the beneficiary of a family-based immigrant visa petition, you must be prepared to present the originals of all civil documents which establish your claimed relationship to the petitioner. Originals of all civil documents must also be presented at the interview for a fiancé(e) visa.

☐ **11. TRANSLATIONS:** All documents not in English, or in the official language of the country in which application for a visa is being made, must be translated into English by a sworn translator.

ONLY ONE COPY OF EACH DOCUMENT MUST BE SUBMITTED WITH THE VISA APPLICATION. YOU ARE ADVISED, HOWEVER, TO OBTAIN THE NECESSARY DOCUMENTS IN DUPLICATE, AS THIS WILL ENABLE YOU TO PROVIDE IDENTICAL COPIES IN THE EVENT THE FIRST SET IS LOST OR DAMAGED.

THIRD: As soon as you have obtained all of the documents that apply to your case, carefully read the statement at the bottom of this page, sign and date it, and send the form to the consular office processing your case. You will not be scheduled for an appointment until you sign and return this checklist, WRW-1.

After we receive this form, you will be scheduled for a visa interview at the earliest possible date. It is not possible to predict when this will be since it depends upon when the priority date for your category and country becomes current. You will receive an appointment letter along with instructions for a medical examination approximately one month before your scheduled interview with a consular officer. You will probably not receive any further correspondence from the consular office until the appointment is scheduled.

The total fee for an immigrant visa is **U.S. \$400**, or the local currency equivalent. The fee for a fiancé(e) visa application is **U.S. \$131**, or the local currency equivalent. Each applicant must be prepared to pay this fee on the appointment date.

You need not check with the consular office unless you have to report a CHANGE OF ADDRESS or change in your situation such as marriage, death of petitioner, or birth of children. Please do not send any documents to the consular office unless you are specifically requested to do so.

Enclosures:

1. DS-230 Part I - Biographic Data - for immigrant visa applicants only
2. Information Sheet on I-864

APPLICANT'S STATEMENT

I have in my possession and am prepared to present all the documents listed in items 1 through 11 which apply to my case, as indicated by the check mark I have placed in the appropriate boxes. I fully realize that no advance assurance can be given when or whether a visa will actually be issued to me and I also understand that I should NOT give up my job, dispose of property, or make any final travel arrangements until a visa is actually issued to me. When it is possible for me to receive an appointment to make a formal visa application, I intend to apply: (check appropriate boxes)

☐ 1. Alone

☐ 2. Together with my spouse (Print first and last name): _____

☐ 3. Together with the following minor children (Print first and last names of each child who will accompany you): _____

Case Number _____ Date: _____

Signature: _____ Printed Name: _____

Current Address: _____

YOU WILL NOT BE SCHEDULED FOR AN APPOINTMENT UNTIL YOU SEND FORMS: IV/F04 (Instructions for Immigrant/Fiancé(e) Visa Applicants) AND DS-230 PART I TO US BY:

A/ FAX AT: (48)(22) 504-2088 or B/ E-MAIL TO: PUBLICWRW@STATE.GOV WITH THESE FORMS AS SCANNED ATTACHMENTS.

ALTERNATIVELY, YOU MAY SEND THIS FORM BY MAIL AT: IV SECTION, U.S. EMBASSY, UL. PIEKNA 12, 00-540 WARSZAWA, POLAND. IF FROM THE U.S., PLEASE SEND TO: IMMIGRANT VISA SECTION, AMERICAN EMBASSY WARSAW, 5010 WARSAW PLACE, WASHINGTON, D.C. 20521-5010. WE DISCOURAGE THE USE OF MAIL, HOWEVER, BECAUSE IT IS THE SLOWEST METHOD OF COMMUNICATION.

PLEASE DO NOT SEND ANY DOCUMENTS OTHER THAN IV/F04 AND DS-230 PART I TO THIS OFFICE.

IT IS YOUR RESPONSIBILITY TO KEEP US INFORMED OF YOUR CURRENT ADDRESS AT ALL TIMES.